

**WEAKLEY COUNTY, TENNESSEE**  
**FINANCE, WAYS AND MEANS COMMITTEE**  
**May 19, 2016; 9:00 a.m.**

ORIGINAL

**Finance, Ways and Means Members Present:** Commissioners Eric Owen, Dennis Doster, Greg Usery, Larry Taylor, David Hawks, Roger Donaldson, and James H. Westbrook, Jr.

**Finance, Ways and Means Members Absent:** Commissioners Tommy Jones and Earl Wright

The Finance, Ways, and Means Committee met on Thursday, May 19, 2016 at 9:00 a.m. in the conference room at the Department of Finance. Others present included: Jake Bynum - Weakley County Mayor, Randy Frazier - Director of Schools, Regina VanCleave - Clerk and Master, Kim Hughey - County Clerk, Charles Ross - Road Supervisor, Alex Britt - Director of Elections, Kellie Thayer - Interim Director of Finance, Mike Galey - CTAS, and Representatives of the Media.

**OLD BUSINESS:**

Chairman Eric Owen called the meeting to order at 9:00 a.m. called the meeting to order, and with no minutes to approve, the approval of minutes was deferred to the next meeting.

**NEW BUSINESS:**

**Transfer No. 1516-40**

This transfer moves \$1000 from line 61000-613 (Interest on Other Loans) to 61000-355 (Travel) in the Highway Fund Budget due to an unanticipated trip to Atlanta to purchase a truck for the Roads Department. Commissioner Hawks made the motion to approve Transfer No. 1516-40 and with a second by Commissioner Usery the motion unanimously passed for the approval of the Public Safety and Public Works Committee.

**Transfer No. 1516-41**

This transfer moves \$975 from the Health Department line 55110-336 (Maintenance and Repair Services Equipment) to 55110-335 (Maintenance and Repair Services Building) in the General Fund Budget for landscape maintenance. Commissioner Usery made the motion to approve Transfer No. 1516-41 and with a second by Commissioner Doster the motion unanimously passed for the approval of the HEED Committee.

**Transfer No. 1516-42**

This transfer previously passed by Public Safety and Public Works Committee moves \$450 from the Election Commission line 51500-349 (Printing, Stationary and Forms) to 51500-351 (Rentals) in the General Fund Budget. Director of Elections Alex Britt explained that the copy machine rental was more expensive than anticipated, and there were some trailers rented for the election which contributed to expensing the rentals budget. Commissioner Westbrook asked Mr. Britt why the March 1<sup>st</sup> ballot in the Shelby County newspaper fit all on one page but Weakley County's ballots used two pages. Mr. Britt explained that there were two samples ballots, the law requires 10 point font, and that he would investigate the issue further. Commissioner Hawks made the motion to approve Transfer No. 1516-42 and with a second by Commissioner Taylor the motion unanimously passed.

**Transfer No. 1516-43**

This transfer moves \$500 from the Drug Court line 54110-310 DCP (Contracts with other Public) to 54110-351 DCP (Rentals) in the General Fund Budget to cover expenses through June 2016. Commissioner Donaldson made the motion to approve Transfer No. 1516-43 pending the approval of the Public Safety and Public Works Committee, and with a second by Commissioner Taylor the motion unanimously.

**Transfer No. 1516-44**

This transfer moves funds from the following lines: \$2000 from 51300-355 (Travel), \$500 from 51300-435 (Office Supplies), \$800 from 51800-166 (Custodial Personnel), \$200 from 51800-201 (Social Security), \$300 from 51800-204 (State Retirement), \$1400 from 51800-207 (Medical Insurance), \$1250 from 51800-335 (Maintenance & Repair

Buildings), \$750 from 51800-335 (Maintenance & Repair Equipment), and \$1500 from 51800-434 (Natural Gas) for a total of \$8700. The funds were dispersed to the following lines: \$7275 to 51300-161 (Secretary), \$347 to 51300-201 (Social Security), \$410 to 51300-204 (State Retirement), \$587 to 51300-207 (Medical Insurance), and \$81 to 51300-212 (Medicare Liability) totaling \$8700 in the General Fund Budget. Mayor Bynum explained that the transfer was to put enough funds in the line to pay Erica Moore, his new assistant, for the two weeks unpaid for the month of April, the entire months of May and June, and to pay out his former assistant, Beverly Oliver, for 15 days of vacation pay due her. Mayor Bynum explained that Mrs. Moore's pay would be paid as much as his former assistant.

Commissioner Doster made the motion to approve Transfer No. 1516-44 and with a second by Commissioner Hawks the motion unanimously passed.

Mayor Bynum took to floor to explain the job descriptions for his new assistant, Erica Moore. He passed out a list of job descriptions that she would be performing in his office, as well as a breakout of the position with cost savings. The cost savings sheet explained that Mrs. Moore's position would absorb duties from his former assistant, the former custodial supervisor, all while performing the same Communications job duties that she completed at the Department of Finance. Mayor Bynum said that her position is the Communications person for the entire county, not just the Mayor's Office.

Discussion was had regarding the Committee Recording Secretary and the pay associated with the position.

Commissioner Westbrook made comment that he did not think the Mayor's Office should be receiving or receipting any checks. Mayor Bynum explained which checks his office currently received and mentioned that he would have the addresses changed for the checks to be sent directly to the County Trustee's Office.

Commissioner Owen asked Mayor Bynum if his office would now be handling all of the agendas, resolutions, and minutes. Mayor Bynum explained that all financial resolutions should be handled out of the Department of Finance, but that all of the agendas, minutes, and non-financial resolutions would be handled out of the Mayor's Office. Commissioner Owen stated that all of those factors would be taken into consideration for the 2016-2017 fiscal year budget.

Chairperson Owen asked Regina VanCleave, Clerk and Master, to take the floor to discuss an issue concerning her bond. She stated that she had never received the proper amount of bond in regards to her position. She explained that she had tried to contact Shawn Francisco, former Director of Finance, but did not receive a reply. She said that she did not have any funds in her account to pay the bond and asked the committee for advice. Commissioner Owen stated that the issue would be resolved by the time for the June meeting.

Director of Schools Randy Frazier commended Weakley County Municipal Electric System and Manager Faron Collins on all of the assistance provided to get the USDA Loan.

Having no other business Chairperson Owen recessed the meeting at 9:46 a.m.

Respectfully Submitted,



Erica Moore, Secretary

Finance, Ways & Means Committee

Approved:

  
Eric Owen, Chairman

Finance, Ways & Means Committee

Date:

